



## BUREAU OF PERSONNEL

DEPARTMENT OF EXECUTIVE MANAGEMENT

500 East Capitol, State Capitol Building

Pierre, South Dakota 57501-5070

Phone: (605) 773-3148 Fax: (605) 773-4344

Internet Address: <http://bop.sd.gov>

May 6, 2011

EEO Staff  
Policy Division, Media Bureau  
Federal Communications Commission  
445 12<sup>th</sup> Street, SW  
Washington, DC 20554

To Whom It May Concern:

This letter is in response to your March 29, 2011 letter indicating that KZSD TV ID#61062 Martin, SD was randomly selected for an audit of its EEO program.

### 3. Audit Data Requested

- (a) Copies of the Unit's two most recent EEO public file reports are attached (Attachment 1 & 2). Most recent EEO report is also linked on South Dakota Public Broadcasting website URL=<http://www.sbpd.org/about/docs/default.aspx>.

Dates of full-time hires from 12-1-08 through 11-30-09  
-Senior Computer Support Specialist hired 6/9/09  
-Communications Maintenance Technician hired 9/28/09

Dates of full-time hires from 12-1-09 through 11-30-10  
-Radio Broadcast Specialist hired 6/24/10  
-Broadcast Operating Technician hired 9/9/10  
Multi-Media Producer hired 11/9/10

- (b) Copies of the five job announcement are attached (Attachments #3 - #7). Job openings are open for two weeks. All job announcements were also posted on the South Dakota Bureau of Information & Telecommunications website, the South Dakota Public Broadcasting (SDPB) website, the Bureau of Personnel website, and the South Dakota Department of Labor website. No outside sources requested job announcements.

### Referral Source

- (c) Senior Computer Support Specialist – interviewed 4

1-Newspaper  
1-Internet  
2-Unknown

Communications Maintenance Technician - interviewed 6 2-Newspaper

	2-Internet 2-Job Fair
Radio Broadcast Specialist – interviewed 2	2-Current State Employee
Broadcast Operating Technician – interviewed 4	1-Job Fair 1-Current State Employee 1-BOP 1-Other
Multi-Media Producer – interviewed 2	2-Current State Employee

(d) Unit Recruitment Initiatives –

Outreach Activity #1 – Internship Program

South Dakota Public Broadcasting participates in the Executive Intern program that is coordinated by the Bureau of Personnel. The internship program provides valuable work experience for college students who are interested in careers with South Dakota Public Broadcasting. South Dakota Public Broadcasting participates in all three sessions (spring, summer, fall) of the intern program. Copies of all the Public Broadcasting intern announcements are attached (Attachment #8, multiple pages).

Outreach Activity #2 – Participation at Job Fairs

South Dakota Public Broadcasting was represented by the State of South Dakota recruiter at several job fairs during this audit period. In addition, the PBS Radio Manager also attended two college job fairs. Information concerning state employment and careers with state government is provided at these events (Attachment #12, multiple pages, \* copies of invoices for Job Fair, did not keep copies of each job fair brochure and State of South Dakota Career Brochure)

Big Job Fair – Sioux Falls, SD – 2/24/09

\* Black Hills State Fair – Spearfish, SD – 10/21/09

Veteran's Job Fair – Sioux Falls, SD – 8/12/09

School of Mines & Technology Career Fair – Rapid City – 9/29/09

\* USD Career Fair – Vermillion, SD – 10/15/09

SDSU Journalism Fair – Brookings, SD – 12/4/09

\* Black Hills State University – Spearfish, SD – 2/11/10

\* Big Job Fair – Sioux Falls, SD – 2/25/10

\* Black Hills Regional Job Fair – Rapid City – 3/10/10

\* USD Job Fair – Vermillion, SD – 11/4/10

\* Black Hills State University – Spearfish, SD – 11/10/10

\* Colorado Technology University – Sioux Falls, SD – 11/30/10

Total number of full-time employees is 65. Four initiatives are required within a two year period.

- (e) No complaints alleging unlawful discrimination in the employment practices of the unit were filed during the license term. There are also no pending complaints.
- (f) The Bureau of Information & Telecommunication, Public Broadcasting Services Human Resource Manager is responsible for this units EEO program.

All job openings are posted by the Bureau of Personnel and announced through an open and competitive process. All non-management positions in this unit are covered by the Career Service System. The Career Service System has statutes and administrative rules which must be followed. These statutes and administrative rules dictate how positions are announced and filled. In addition, these rules dictate how positions are classified, how promotions are handled in addition to a wide variety of other pay and employee conduct issues. A complete copy of the Administrative rules is attached (Attachment #9, multiple pages). All applications are sent to the Bureau of Personnel after the closing date. The applications are forwarded to South Dakota Public Broadcasting. All job announcements contain the Equal Opportunity Employer statement. In addition, each work site has an employment law poster (poster attached) which contains information on our EEO policy.

- (g) The Human Resource Manager reviews all selection documentation processes to ensure compliance with state and federal guidelines. The Bureau of Personnel's staff attorney serves as the statewide EEO Officer. Administrative rules are reviewed on a regular basis and changes are made as needed.
- (h) The State of South Dakota, Bureau of Personnel (BOP), is the centralized agency responsible to ensure SDPB (and the rest of state government) hiring practices are not discriminatory. The BOP periodically analyzes pay and benefits and sets policy for all state government. This unit does not utilize any employment tests.

Hiring managers receive selection process guidelines and a selection documentation form with each requisition list (Attachment #10 & #11).

In addition, this unit doesn't have any union agreements.


- (i) N/A – Entity is not a religious broadcaster.

#### 4. Time Brokerage

Unit does not have any time Brokerage agreements in place.

Please feel free to contact me if you need any further documentation or information.

Sincerely,



Kim Stahl, SPHR  
Human Resource Manager  
South Dakota Public Broadcasting

cc: Julie Andersen, South Dakota Public Broadcasting